



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Workforce Development Board SPECIAL MEETING

September 11, 2024 @ 4:00 p.m.
Workforce Connection
3170 West Shaw Avenue
Room 105
Fresno, CA 93711

Mission Statement: The Fresno Regional Workforce Development Board exists to oversee the optimal administration of Workforce Innovation and Opportunity Act funds in the Fresno region. In serving both the business community and the individual job seeker with the provision of human capital development services, we hope to foster the economic vitality of the Fresno Region.

REMINDER: PLEASE TURN OFF CELL PHONES OR PUT ON VIBRATE

1. ROLL CALL
2. COMMENTS BY FRWDB CHAIR AND/OR EXECUTIVE STAFF
3. AGENDA CHANGES: REMOVAL OF ITEMS OR EMERGENCY ADDITIONS
4. ABSTENTIONS/RECUSALS/DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST
5. PUBLIC COMMENTS

Item #	Description	Presenter	Enclosure	Action	Page #
6.	Committee Reports Executive Committee – Dennis Montalbano Skills Development Council – Lydia Zabrycki		No	Information	--
7.	Board Member Spotlight	Branch	No	Information	--
8.	In the Community – Marketing Update	Jensen	No	Information	--
9.	Approval of the June 5, 2024, Meeting Minutes	Konczal	Yes	Approve	5

ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

Disabled individuals and individuals who are limited English proficient who need special assistance to attend or participate in this meeting may request assistance by contacting the Fresno Regional Workforce Development Board, at 2125 Kern Street, Suite 208, Fresno, California, or by calling (559) 490-7100. Every effort will be made to reasonably accommodate individuals with disabilities or who are limited English proficient by making meeting materials available in alternative formats. Requests for assistance should be made at least three (3) working days in advance of the meeting.

Item #	Description	Presenter	Enclosure	Action	Page #
10.	July 2024 Financial Report	Konczal	Yes	Accept	12
11.	Fresno Regional Workforce Development Board Election	Montalbano	No	Information	--
12.	Participant Flow Videos	J. Espinoza	No	Information	--
13.	FRWDB Attendance Policy	Price	No	Information	--
CONSENT ITEMS					
14.	Approve Consent Items (A1 – C1). <i>Items pulled from consent will be handled with the other regular items at the end of the agenda, including any information items that are pulled.</i>			Approve	
CONSENT ITEMS SUBMITTED BY ADMINISTRATION					
A1	Updated Conflict of Interest Code	Price	Yes	Approve	16
CONSENT ITEMS SUBMITTED BY EXECUTIVE COMMITTEE					
B1	Program Year 2024 – 2025 Agency Budget and Personnel Plan	Konczal	Yes	Approve	23
CONSENT ITEMS SUBMITTED BY SKILLS DEVELOPMENT COUNCIL					
C1	Eligible Training Provider List Training Provider Policy	Giles	Yes	Approve	29
NON-CONSENT ITEMS					
15.	Recognition of Board Anniversaries	Montalbano	No	Information	--
16.	Information Sharing	WDB Members	No	Discussion	--
17.	Agenda Items for December 4, 2024, Meeting	Konczal	No	Discussion	--
18.	Meeting Feedback	Konczal	No	Discussion	--

**FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
2024 ATTENDANCE RECORD**

DIRECTORS	3/6/2024	6/5/2024	SPECIAL 9/11/2024	12/4/2024
Shayn Anderson State of CA Department of Rehabilitation	P	P		
Stephen Avila Grundfos Pumps	P	P		
Lenora Lacy Barnes State Center Federation of Teachers	A	P		
Edgar Blunt IMAGO	A	P		
Alysia Bonner SEIU 521	P	A		
Rodney Branch Fresno Adult School	P	P		
Douglas Dart Dart Realty	A	P		
Carole Goldsmith State Center Community College District	P	A		
Jeffrey Hensley Hensley Associates	P	P		
Mike Karbassi Fresno City Council	P	P		
Kurt Madden Career Nexus	P	P		
Wyatt Meadows Operating Engineers Local 3	A	P		
Terry Metters, Jr. Pacific Gas & Electric Company	P	P		
Scott Miller Gazebo Gardens, Inc.	A	P		
Dennis Montalbano German Auto Repair	A	P		
Alisha Morgan Kaiser Permanente	P	P		
Joe Olivares TransAmerica	P	P		
Sal Quintero Fresno County Board of Supervisors	P	P		
Chuck Riojas Fresno, Madera, Tulare, Kings Building Trades	P	A		
Vasili Sotiropulos Hyatt Real Estate	P	P		

**FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
2024 ATTENDANCE RECORD**

DIRECTORS	6/6/2024	6/5/2024	9/4/2024	12/4/2024
Sandra Vicente Union Bank	P	P		
Lydia Zabrycki CAPTRUST	P	P		
Chris Zeitz Fresno County Economic Development Corporation	P	P		
Ken Price (Counsel) Baker, Manock & Jensen	P	P Doug Jensen		

P = Present

A = Absent

-- = Not a Member at Time of Meeting

xx = Meeting Canceled

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	9
MEETING DATE:	September 11, 2024
ACTION:	APPROVE

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.frwdb.net

TO: Fresno Regional Workforce Development Board
FROM: Blake Konczal, Executive Director
SUBJECT: Approval of the June 5, 2024, Meeting Minutes

RECOMMENDATION:

Approve the minutes of the June 5, 2024, meeting of the Fresno Regional Workforce Development Board.

ATTACHMENT:

June 5, 2024, Meeting Minutes

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD



Workforce Development Board
June 5, 2024 @ 4:00 p.m.

SUMMARY MINUTES

The meeting was called to order at 4:00 p.m.

ROLL CALL: PRESENT – Shayn Anderson, Stephen Avila (arrived at 4:07 p.m.), Lacy Barnes, Edgar Blunt, Rodney Branch, Douglas Dart, Jeff Hensley, Kurt Madden, Wyatt Meadows, Terry Metters, Jr., Scott Miller (arrived at 4:03 p.m.), Dennis Montalbano, Alisha Morgan, Joe Olivares, Sal Quintero, Vasili Sotiropoulos, Sandra Vicente, Lydia Zabrycki, Chris Zeitz, and Legal Counsel Ken Price.

ABSENT – Alysia Bonner, Carole Goldsmith, Mike Karbassi, and Chuck Riojas.

COMMENTS BY FRWDB CHAIR AND/OR EXECUTIVE STAFF:

Blake Konczal, Executive Director, Fresno Regional Workforce Development Board (FRWDB), introduced three (3) new FRWDB staff members: Feleena Sutton, Government Affairs Manager; Sandra Vidrio, Business Services Manager; and Daniel Prado, General Services Manager.

AGENDA CHANGES REMOVAL OF ITEMS OR EMERGENCY ADDITIONS:

None

ABSTENTIONS/ DISCLOSURES OF POTENTIAL CONFLICTS OF INTEREST/RECUSALS:

None

PUBLIC COMMENTS:

None

Director Miller arrived (4:03 p.m.)

Item Description/Action Taken

6. Committee Reports

Adult Council: In Director Riojas' absence, Director Olivares provided the Adult Council report. Director Olivares shared that the Adult Council (Council) met on May 23rd, at which time they recommended for FRWDB approval, contract modifications for the High Roads Construction Careers Resilient Workforce Fund Grant and the High Roads Training Partnerships Resilient Workforce Fund Grant. He noted that the contract modifications were both subject to state approval, as well. The Council also recommended FRWDB approval of the Workforce Innovation and Opportunity Act (WIOA) Program Year (PY) 2024-2025 Adult and Dislocated Worker funding recommendations. Director Olivares reported that there was an 8.43% increase in funding over the previous PY, and that there was a three percent (3%) carryover from the previous PY.

Director Avila arrived (4:07 p.m.)

Executive Committee: Director Montalbano reported that the Executive Committee (Committee) met on April 17th, when they reviewed and accepted the February 2024 Financial Report and Agency Budget and Expenditures Reports. The Committee also approved the recapture of WIOA funds for PY 2023-2024. Mr. Konczal provided the Committee with the Director's Quarterly Update, highlighting the areas he focused on during the previous quarter, which included the expansion of the Greater Sierra Forestry Corps program to other central valley community college campuses, Mr. Konczal's participation at the Associated California Loggers Conference in Reno, and a meeting between Mr. Konczal and senior leadership at Fresno State regarding funding of the Center for Climate Resiliency. Mr. Konczal also mentioned exploring the idea of possibly changing the name of the Fresno Area Workforce Investment Corporation (FAWIC). Mr. Konczal clarified that there was no plan to change the name of the FRWDB. The possible name change would be for FAWIC. This idea is being entertained because in addition to employing staff in Fresno, FAWIC is the entity that is contracting throughout the valley for regional grants, so the name change would be to one that is more reflective of the valley, not just Fresno.

Skills Development Council: Director Zabrycki shared that the Skills Development Council (SDC) held their meeting on May 1st. At that time, they recommended for approval the Eligible Training Provider List Training Provider Policy. The SDC was also presented with overviews on several topics: Individual Training Accounts; an overview of special grants training, which included the unveiling of the new ValleyBuild logo; the overview of staff trainings, past and future; and the Discretionary Grants Report.

Youth Council: Director Sotiropulos shared that the Youth Council met on May 23rd, at which time they approved the minutes of the November 16, 2023, and May 18, 2023, meetings. The Youth Council recommended FRWDB ratification of four (4) new Youth Council members: Director Shayn Anderson, Ms. Keda Buttles, Director Kurt Madden, and Ms. Michelle Engel-Silva. The Youth Council also reviewed and recommended the FRWDB approve the PY 2024-2025 WIOA Youth funding recommendations. He noted that the recommendation included a three percent (3%) carryover from the previous PY.

Mr. Konczal added that for both the Adult and Youth Councils, the funding recommendations were based on estimates FRWDB staff received from the state, but he noted that the state's estimates should be close to what is passed down from the federal level.

This was an information item.

7. Board Member Spotlight

Director Edgar Blunt, Chief Executive Officer, IMAGO, shared a PowerPoint presentation providing an overview of IMAGO, the company he founded in 2013. He stated that at IMAGO, they are a group of lifelong learners and creators, and they understand the importance of soft skills and infusing soft skills across all learning experiences. He shared that seven (7) out of ten (10) hiring authorities would prefer hiring someone with more soft skills than hard skills.

He shared about the current workplace skills gap and identified employers' most desired skills for employees. He asked FRWDB Directors to break into small groups for an activity about skills gaps, and then the groups shared the reasons they thought there were still skills gaps in the workplace. Director Blunt stated that IMAGO helped develop soft skills in individuals through a digital platform, through custom content, and through professional learning. He noted that the FRWDB was IMAGO's first digital platform client, in which they delivered curricula to teach soft skills to workforce participants.

Since the start of IMAGO in 2013, they have provided services in 20 states, to a half a million people, and have impacted over 5 million people.

Director Madden asked if WIOA funding could be used for delivering soft skills training to participants. Mr. Konczal stated that the US Department of Labor is open to funding soft skills training when it is related to employment.

Director Hensley asked how many FRWDB participants receive IMAGO's training annually. Phyllis Stogbauer, Senior Deputy Director, FRWDB, indicated that it was about 2,500.

This was an information item.

8. In the Community – Marketing Update

Martha Espinosa, Marketing and Grants Manager, FRWDB, provided highlights of recent marketing activities and events, focusing on the Fourth Quarter (Q4) of PY 2023-2024.

Ms. Espinosa shared that on April 17th, the FRWDB hosted its Annual Achievement Awards Breakfast, where individuals and businesses were recognized for their outstanding achievement.

On April 30th, the FRWDB hosted the Govaganza Government Job Fair at Chukchansi Park. 32 employers participated in the event from all levels of government (city, county, state and federal), as well as education. In response to feedback from employers from last year's Govaganza, indicating that attendees were not well prepared to meet with employers, FRWDB hosted Ready, Set, Hired – Your Ultimate Guide to Landing a Job, one (1) week prior to this year's Govaganza. At this event, attendees were given tips and advice on how to dress for success, how to create a resume, about asking questions of potential employers, and doing research on companies before an interview. It was a very successful event and was also shared on the FRWDB's social media. Individuals who could not attend in person were still able to access the information shared.

At Govaganza this year, there was a resume review station, where attendees could have their resume reviewed and receive feedback instantly. There were "matchmakers", who reviewed attendees' resumes and let them know which agencies/organizations were hiring in their field of experience. The DigiBus was also onsite that gave attendees the opportunity to make changes to their resume. Institute of Technology was at the event and provided typing tests and certificates, which normally would cost an individual \$10. There was a Dress for Success station and a station where attendees could have a professional headshot taken and immediately update their social media accounts. In total, 525 job seekers attended this year's event and of those, 71.7% were not enrolled with Workforce Connection; however, they did learn about Workforce Connection and the services they provide. Of the attendees, 79.5% were interested in career training opportunities.

On May 15th, Directors Blunt and Madden conducted an online webinar with the City of Fresno through their Transform Fresno program. The webinar, Preparing for Tomorrow: The Impact of AI on your Workforce, provided participants with information about how much can be done with AI and how much AI is going to impact and transform the workplace.

On May 17th, the FRWDB held the Greater Sierra Forestry Corps graduation ceremony, where 16 individuals were celebrated for completing the program.

On May 22nd, the FRWDB held its first All Staff Conference, where FRWDB and provider staff came together for an all-day conference. Ron Williams was the keynote speaker, and he delivered a very inspirational message to the group. There were 138 individuals who attended. At the conference, Mr. Konczal provided an overview of the state of the FRWDB and shared the bigger picture and vision of what is in store for the future. Mr. Konczal noted that attendees were assigned seating, and were

placed at a table with people who had similar functions from different organizations. He stated that this led to some really good conversations. The theme of the conference was "One Picture, Many Pieces", and teamwork, innovation and empowerment were the focus. The next All Staff Conference is already being planned and will have a more outward focus of how does Fresno fit into the state and national economy, what are the trends, and how can staff be better informed about how they function in their task and how that task fits into the bigger picture.

Ms. Espinosa shared that also in May, FRWDB participated in the California Workforce Association's WorkCon conference in Palm Desert. The FRWDB had eight (8) presentations at the conference and hosted two (2) mixer events. The FRWDB brought three (3) former participants to the conference to present and share their experience going through the pre-apprentice program. Chair Montalbano also attended the conference and shared that all the FRWDB's presentations were well attended. Director Anderson also attended the conference and indicated that he has a statewide presence and knows that conference attendees are very interested in what the FRWDB is doing.

Ms. Espinosa shared that the FRWDB continued to share information on social media, including Scholarship Award presentations, and provider staff spotlights. Director Madden was also highlighted for receiving the Key to the City.

Upcoming events Ms. Espinosa shared about were the Father Fest Car Show on June 8th, which would include a resource and job fair, with seven (7) employers participating. Director Vicente would be there representing BMO. The purpose of the event was to highlight the FRWDB's Fatherhood program. Director Quintero suggested the FRWDB have a police officer with a police car at the event, noting that kids love to take a picture sitting in the police car. Also coming up was the Construction and Ag Career Expo in Bakersfield, where the FRWDB will have a booth representing the ValleyBuild program.

Ms. Espinosa concluded her update by sharing that in Q4, the FRWDB held and/or participated in 53 community outreach events throughout Fresno County.

This was an information item.

9. Approval of the March 6, Meeting Minutes

MADDEN/OLIVARES – APPROVED THE MARCH 6, 2024, MEETING MINUTES. (UNANIMOUS)

10. April 2024 Financial Report

Mr. Konczal presented the April 2024 Financial Report for the FRWDB's acceptance. He reviewed the grants that were highlighted in the agenda item and pointed out that the FRWDB received extensions on three (3) grants: The WIOA Rapid Response grant extended to September 30, 2024; CalFIRE Round 1 grant extended to March 1, 2025; and the City of Fresno -One Youth Job Corps grant, extended to June 30, 2024. Mr. Konczal stated that FRWDB staff had no concerns with grant expenditures. There were no questions from the FRWDB.

BLUNT/MEADOWS – ACCEPTED THE APRIL 2024 FINANCIAL REPORT. (UNANIMOUS)

11. Government Update

Feleena Sutton, Government Affairs Manager, FRWDB, provided an update on some of the legislation she had been following, but she first shared that she had created a Stakeholder Engagement Plan. She explained that the Stakeholder Engagement Plan was a growing document that will live between her and Mr. Konczal and would include documentation of all her conversations, phone calls, and correspondence on the various projects on which Ms. Sutton was working.

AB 2873 Breaking Barriers to Employment: Currently, if an organization is applying for the Breaking Barriers grant, they must have a workforce partner identified before applying. This legislation is attempting to change that requirement so that an organization can still apply for the grant without having a workforce partner and once the grant award is made, they can then seek the workforce partner.

AB 2019 Early and Middle College High Schools and Programs: This bill has gone through the Assembly and is now in the Senate. The state currently is not monitoring the outcome of students who participate in early and middle college high school programs who go on to get college credit. This bill is seeking to put that into place, starting with a pilot program. This bill is set for the Assembly Education Committee on June 12th and is expected to pass.

SB480 Portantino Tech Career Pipeline: Through this bill, Senator Portantino is trying to bring a pilot program to high schools based on the Korean Meister High School program, which is professional vocational high school program to prepare students for the workforce. The bill would allow for three (3) school districts to implement the pilot program.

HR 6655 A Stronger Workforce for America Act: This proposed reauthorization of the WIOA has gone through the House and was currently in the Senate, awaiting Markup. The primary area of concern was that the proposed reauthorization would mandate a new 50% training requirement for Workforce Development Boards (WDBs), whereas WDBs are accustomed to setting aside 30% for training. Ms. Sutton noted that a 50% training set aside would be really onerous to a lot of small WDBs. She added that she will continue to closely follow this legislation.

This was an information item.

12. **Consent Items (A1 – C2)**

OLIVARES/BLUNT – APPROVED THE CONSENT ITEMS A1 – C2. (UNANIMOUS)

13. **Recognition of Board Anniversaries**

Chair Montalbano recognized Directors for their years of service on the FRWDB with a presentation of certificates. He recognized Directors whose anniversaries occurred in the months of April through June: Douglas Dart – one (1) year; Lacy Barnes – ten (10) years; and Lydia Zabrycki – 18 years.

This was an information item.

14. **Information Sharing**

This was a discussion item.

15. **Agenda Items for September 4, 2024, Meeting**

Chair Montalbano shared that he and other WDB Chairs from the valley were invited to attend the Central California Workforce Collaborative meeting. He shared that it was a good day and he was impressed with the quality of people who are dedicated to the valley's workforce. He said he appreciated being invited to participate.

This was a discussion item.

16. **Meeting Feedback**

No meeting feedback was provided.

The meeting was adjourned at 5:25 p.m.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	10
MEETING DATE:	September 11, 2024
ACTION:	ACCEPT

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.frwdb.net

TO: Fresno Regional Workforce Development Board
FROM: Blake Konczal, Executive Director
SUBJECT: July 2024 Financial Report

RECOMMENDATION:

Accept the Fresno Regional Workforce Development Board (FRWDB) July 2024 Financial Report.

REASON FOR RECOMMENDATION:

The attached summary financial report and chart display year-to-date financial information through July 31, 2024.

- Quality Jobs-Equity-Strategy-Training (QUEST): This grant ends September 30, 2024; it is 72.30% expended at \$542,233 with an unspent amount of \$207,767. The state submitted a request to the Department of Labor for a one (1)-year extension. If approved, staff will work with the Employment Development Department (EDD) Workforce Services staff to complete a contract modification.
- Student Training and Employment Program (STEP): The first-year funding of \$745,002 will end December 31, 2024; it is 13.30% expended at \$99,118 with an unspent amount of \$645,884. FRWDB staff is working with subrecipients on a corrective action plan, due to low enrollments.
- Additional Assistance (AA) Project: This grant ends July 31, 2025. It is 12.15% expended at \$279,451 with an unspent amount of \$2,020,549. The EDD Workforce Services staff has approved a contract modification to add additional layoff events that have occurred in the last several months.
- Equal Representation in Construction Apprenticeship (ERiCA): This grant ends June 30, 2025; it is 5.44% expended at \$97,882 with an unspent amount of \$1,702,118. This grant had a slow one-year start-up, however, FRWDB staff anticipate spending the grant by June 30, 2025. Enrollments are up through September 2024 and three (3) additional cycles of six (6) week pre-apprentice training will occur at both our Fresno and San Joaquin campuses. As enrollments increase, supportive childcare stipends increase.
- Staff have no concerns with other grant expenditures.

ATTACHMENT:

July 2024 Financial Report

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
Summary Financial Report
July 2024

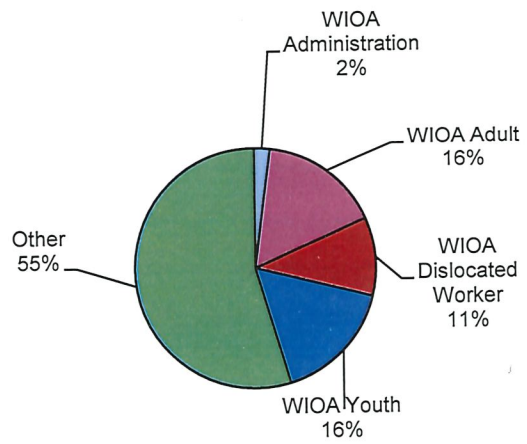
GRANT	TERM	Total Grant Amount	Prior Year(s) Expended	Current Plan Year to Date Expenditures	Percent Expended	Unspent Committed Funds
WIOA ADMINISTRATION	07/01/2024 - 06/30/2025	1,044,261		106,826	10.23%	937,435
* WIOA ADULT	07/01/2024 - 06/30/2025	8,106,125		340,938	4.21%	7,765,187
* WIOA DISLOCATED WORKER	07/01/2024 - 06/30/2025	5,217,834		271,866	5.21%	4,945,968
* WIOA YOUTH	07/01/2024 - 06/30/2025	8,155,142		393,572	4.83%	7,761,570
*WIOA RAPID RESPONSE & Layoff Aversion	07/01/2024 - 06/30/2025	556,082		25,945	4.67%	530,137
QUEST - Quality Jobs-Equity-Strategy-Training-(NDWG)	10/01/2022 - 09/30/2024	750,000	511,415	30,818	72.30%	207,767
Fatherhood - HHS	09/30/2023 - 09/29/2024	749,999	598,416	23,775	82.96%	127,808
Valley Build Earmark - Assembly Bill No. 178	04/01/2023 - 12/31/2025	3,000,000	710,961	62,164	25.77%	2,226,875
CAL FIRE - Round 2	03/24/2023 - 03/31/2026	1,973,615	364,003	49,903	20.97%	1,559,709
HRCC: Resilient Workforce (RWF)	06/01/2023 - 03/31/2026	8,825,127	1,540,165	253,095	20.32%	7,031,867
Good Jobs Challenge - American Rescue Plan	06/01/2023 - 09/30/2027	1,807,383	201,493	38,137	13.26%	1,567,753
Regional Equity and Recovery Partnership (RERP)	12/01/2022 - 09/30/2025	1,050,729	2,364	2,553	0.47%	1,045,812
Prison to Employment (P2E) 2.0	07/11/2023 - 12/31/2025	719,723	58,810	61,345	16.69%	599,568
ERICA-Equal Representation in Construction Apprenticeships	05/01/2023 - 06/30/2025	1,800,000	72,683	25,199	5.44%	1,702,118
Additional Assistance (AA) Project	06/01/2023 - 07/31/2025	2,300,000	271,420	8,031	12.15%	2,020,549
High Road Training Partnerships (H RTP - RWF)	05/15/2023 - 03/31/2026	2,500,000	185,700	155,668	13.65%	2,158,632
Student Training and Employment Program (STEP)	02/24/2024 - 12/31/2024	745,002	54,849	44,269	13.30%	645,884
HRCC - Rnd 2 - Foundations	12/13/2023 - 06/30/2025	185,000	6,296	1,668	4.30%	177,036
ELL Integrated Education and Training	10/01/2023 - 12/31/2026	3,330,000	8,221	2,587	0.32%	3,319,192
EMS Corps Planning Grant - Public Works Alliance (PWA)	05/29/2024 - 01/31/2027	1,381,820	-	-	0.00%	1,381,820
TOTAL FUNDING		54,197,842	4,586,796	1,898,360	11.97%	47,712,686

* Total Grant Amount includes ESTIMATED carryover from Prior Plan Year 23 - 24
Due to spreadsheet formula rounding calculations, totals may be off by \$1 or \$2

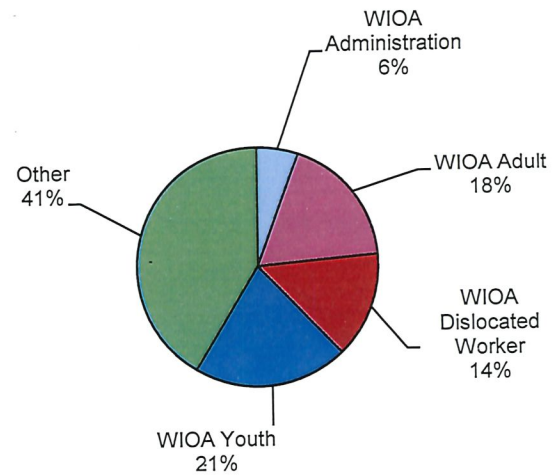
Prepared by: C. Beierschmitt

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
FINANCIAL REPORTS
July 2024

FRWDB Committed Funds
Fiscal Year 2024-2025



FRWDB Expenditures
Fiscal Year 2024-2025



**Consent Items
Submitted by**

Administration

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	A1
MEETING DATE:	September 11, 2024
ACTION:	APPROVE

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.frwdb.net

OTO: Fresno Regional Workforce Development Board
FROM: Kenneth J. Price, Legal Counsel
SUBJECT: Updated Conflict of Interest Code

RECOMMENDATION:

Approve the updated Conflict of Interest (COI) Code.

REASON FOR RECOMMENDATION:

The Political Reform Act requires every local government agency review its COI Code biennially and to submit a notice to its code reviewing body that specifies if the Code is accurate, or alternatively, that the Code must be amended. The Fresno County Clerk of the Board's office, working on behalf of the Fresno County Board of Supervisors, is the Fresno Regional Workforce Development Board's (FRWDB's) code reviewing body, and requires that all amended COI Codes be submitted to their office by October 1, 2024. The Clerk's office has required that each agency make certain revisions, which are attached for the Board's review and consideration.

FRWDB's COI Code designates all positions that make or participate in the making of governmental decisions. The disclosures, depending upon position, requires the reporting of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions.

The attached COI Code is essentially the same but reflects new staffing positions, revisions to titles of existing positions and the deletion of position titles that the agency no longer uses.

ATTACHMENT:

Conflict of Interest Code for Fresno Regional Workforce Development Board (redline version)

CONFLICT OF INTEREST CODE FOR
FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Section 18730) that contains the terms of a standard Conflict of Interest Code and may be incorporated by reference in an agency's Conflict of Interest Code. After public notice and hearing, the standard Conflict of Interest Code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices designating positions and establishing disclosure requirements shall constitute the Conflict of Interest Code of the **Fresno Regional Workforce Development Board ("FRWDB")**.

The Form 700s for designated positions, other than **the members of FRWDB Board of Directors along with any alternates ("Board Members" and "Alternate Board Members")** and **FRWDB Executive Director ("Executive Director")**, shall be filed with the FRWDB. The Board Members, and Executive Director are to file their original Form 700s directly with the Clerk of the Board for the Fresno County Board of Supervisors using the electronic filing system. If the Form 700s are not filed electronically, the paper Form 700 and waiver shall be filed with the **FRWDB** and, upon receipt of these paper Form 700s with waivers, the **FRWDB** shall make and retain a copy and forward the original to the Clerk of the Board of Supervisors.

The **FRWDB** shall retain a copy of all electronically filed Form 700s, a copy of all paper Form 700s with waivers and the original Form 700s of designated positions and shall make the Form 700s available for public review, inspection, and reproduction. (Gov. Code section 81008.)

The provisions of all Conflict of Interest Codes and amendments thereto previously adopted by the Agency are hereby superseded.

**APPENDIX A
DESIGNATED POSITIONS**

Public Officials Who Manage Public Investments

It has been determined that positions listed below manage public investments **and will file a statement of economic interests pursuant to Government Code Section 87200**. These positions are listed for informational purposes only:

- Board Members
- Executive Director
- Consultants involved in the investment of public funds

An individual holding one (1) of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

Designated Positions

Disclosure Categories

• Senior Deputy Director	1
• Deputy Director of Information and General Services	1
• Deputy Director Fiscal Services	1
• Monitoring Manager	1
• <u>Deputy Director of Marketing, and Grants Manager, and Business Initiatives</u>	1
• <u>General Services Manager</u>	1
• <u>Information Services Manager</u>	1
• Special Projects Manager	1
• <u>Accounting Manager</u>	1
• <u>Business Services Manager</u>	1
• <u>Training Manager</u>	1
• <u>Program Manager</u>	1

- Government Affairs Manager 1
- Legal Counsel 1
- Consultants/New Positions 1

* Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the disclosure requirements in this code subject to the following limitation:

The **Executive Director** may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The **Executive Director’s** determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Sec. 81008.)

APPENDIX B DISCLOSURE CATEGORIES

Individuals holding designated positions must report their interests according to their assigned disclosure category(ies).

Disclosure Category 1

Interests in real property located within the jurisdiction or within two (2) miles of the boundaries of the jurisdiction or within two (2) miles of any land owned or used by the agency; and investments and business positions in business entities, and income, including loans, gifts, and travel payments, from all sources.

Disclosure Category 2

Interests in real property located within the jurisdiction or within two (2) miles of the boundaries of the jurisdiction or within two (2) miles of any land owned or used by the agency.

Disclosure Category 3

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources, that provide services, supplies, materials, machinery, or equipment of the type utilized by the agency.

Disclosure Category 4

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources, that provide services, supplies, materials, machinery, or equipment of the type utilized by the designated position's division or department.

Disclosure Category 5

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources, that filed a claim against the agency during the previous two (2) years, or have a claim pending.

Disclosure Category 6

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources of the type to request an entitlement to use agency property or facilities, including, but not limited to:

- a license
- utility permit
- station vendor permit.

**Consent Items
Submitted by the**

**Executive
Committee**

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	B1
MEETING DATE:	September 11, 2024
ACTION:	APPROVE

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.frwdb.net

TO: Fresno Regional Workforce Development Board
FROM: Executive Committee
SUBJECT: Program Year 2024-2025 Agency Budget and Personnel Plan

RECOMMENDATION:

Approve the Program Year (PY) 2024-2025 FRWDB Agency Budget and Agency Personnel Plan. Expenditures may exceed individual budget line items as long as total expenditures do not exceed the total budget.

The Executive Committee approved this recommendation on July 17, 2024.

REASON FOR RECOMMENDATION:

The Schedule of Funds, Attachment I, details the total funds, including estimated carryover from PY 2023-2024, and estimated funds available for PY 2024-2025. \$17,130,733 in Workforce Innovation and Opportunity Act (WIOA) Formula Allocations for PY 2024-2025 from the Employment Development Department Workforce Services Division, \$6,049,884 in estimated prior year carryover funds from PY 2023-2024, and \$27,374,921 in estimated Special Grant funding. Overall, it is estimated that funding will increase \$2,358,216.

Attachment II, Staff Schedule, details staff positions for the agency. The cost for all FRWDB staff is included in the Agency Budget on Attachment III. These amounts include the cost for Administrative Services, Program Support, Information Technology Support, and America's Job Centers of California Site Support.

Attachment III details the proposed Agency Budget for PY 2024-2025, as compared to the PY 2023-2024 budget. The attached budget reflects:

- \$418,626 increase to salaries.
- \$29,539 increase to payroll taxes.
- \$109,117 increase to benefits.
- \$10,000 decrease to communications.
- \$10,000 increase to maintenance.
- \$10,000 decrease to memberships.
- \$5,000 increase to miscellaneous.
- \$2,400 increase to office expense.
- \$5,000 increase to rent and lease copiers expenditures.
- \$2,400 increase (6%) to utilities.
- \$487,000 net decrease to furniture and equipment.

FISCAL IMPACT:

\$5,799,680

ATTACHMENTS:

ATTACHMENT I - Schedule of Funds

ATTACHMENT II - Staff Schedule

ATTACHMENT III - Agency Budget

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
SCHEDULE OF FUNDS
FY 2024-2025

GRANT	FUNDS AVAILABLE PY 2023-24	ESTIMATED FUNDS AVAILABLE PY 2024-25	INCREASE (DECREASE)
WIOA ADULT	9,992,346	8,960,135	(1,032,211)
WIOA DISLOCATED WORKER	6,006,317	5,935,606	(70,711)
WIOA YOUTH	8,272,664	8,284,876	12,212
WIOA RAPID RESPONSE (Includes Lay Off Aversion)	195,000	556,082	361,082
TCC - Transformative Climate Communities - Ended 3.31.24	753,000	-	(753,000)
CAL FIRE - Expended 05.31.24	204,000	-	(204,000)
HRCC: Reimagine Workforce Preparation Grant (RWPG) - Ended 9.30.23	1,306,353	-	(1,306,353)
2020 September Wildfires - Ended 12.31.23	128,993	-	(128,993)
Equity & Special Populations (ESP) - Ended 03.31.24	399,071	-	(399,071)
City of Fresno - One Youth Job Corps - Ended 5.1.24	171,615	-	(171,615)
Pathway Home Grant - GRID Alternatives - Ended 12.31.23	65,250	-	(65,250)
Fatherhood Fire - HHS - Ends 9.29.25	749,999	749,999	-
Quality Jobs, Equity, Strategy, Training (QUEST) - Ends 9.30.24	682,220	215,702	(466,518)
Valley Build Construction - Assembly Bill No. 178 - Ends 12.31.25	2,950,000	2,360,879	(589,321)
CalFire - Rnd 2 - Central Valley Forestry Corps (CVFC) Ends 3.31.26	1,973,615	1,623,778	(349,837)
HRCC: Resilient Workforce (RWF) - Ends 3.31.26	8,825,127	7,284,957	(1,540,170)
Good Jobs Challenge - American Rescue Plan - Ends 9.30.27	1,807,382	1,618,544	(188,838)
Regional Equity and Recovery Partnerships (RERP) - Ends 9.30.25	1,050,729	1,045,091	(5,638)
Prison to Employment (P2E) 2.0 - Ends 12.31.25	719,723	662,645	(57,078)
ERICA-Equal Representation in Construction Apprenticeships - Ends 6.30.25	-	1,754,527	1,754,527
Bitwise AA Project - Ends 4.30.25	-	2,119,764	2,119,764
High Road Training Partnerships (H RTP - RWF) - Ends 3.31.26	2,500,000	2,370,065	(129,935)
Student Training & Employment Program (STEP) - Ends 12.31.24	-	686,705	686,705
HRCC - Rnd 2 - Foundations - Ends 6.30.25	-	179,241	179,241
ELL Integrated Education & Training - Ends 12.31.26	-	3,321,404	3,321,404
Pending - EMS Corps Planning Grant - Public Works Alliance (PWA) Ends 1.31.27	-	1,381,820	1,381,820
TOTAL FUNDING	48,753,404	51,111,620	2,358,216

Prepared by: C. Beierschmitt

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

STAFF SCHEDULE				
REGULAR POSITIONS	BUDGET FY 23-24	BUDGET FY 24-25	Monthly SALARY RANGE FY 23-24	Monthly SALARY RANGE FY 24-25
Administrative Services:				
Executive Director	1.00	1.00	\$12,256 to \$18,750	\$12,256 to \$18,750
Senior Deputy Director	0.30	0.30	7,467 to 10,170	7,467 to 10,170
Deputy Director Fiscal Services	1.00	1.00	7,467 to 10,170	7,467 to 10,170
Deputy Director Information & General Services	0.40	0.40	7,467 to 10,170	7,467 to 10,170
Monitoring Manager	0.50	0.50	5,633 to 7,641	5,945 to 8,445
General Services Manager	1.00	1.00	5,633 to 7,641	5,945 to 8,445
Network Administrator	1.00	1.00	4,803 to 6,913	4,803 to 6,913
Marketing & Grants Manager	0.10	0.10	5,633 to 7,641	5,945 to 8,445
Accounting Manager	1.00	1.00	5,633 to 7,641	5,945 to 8,445
Accounting Coordinator	2.00	2.00	4,361 to 5,945	4,361 to 5,945
Accounting Facilitator	2.00	2.00	3,651 to 5,005	3,651 to 5,005
Monitoring Coordinator	1.50	1.50	4,361 to 5,945	4,361 to 5,945
Senior Administrative Support Coordinator	1.00	1.00	4,361 to 5,945	4,361 to 5,945
Administrative Assistant	2.00	2.00	3,501 to 4,735	3,501 to 4,735
Total Administration Positions	14.80	14.80		
Program Operations				
Senior Deputy Director	0.70	0.70	\$ 7,467 to \$ 10,170	\$ 7,467 to \$ 10,170
Deputy Director Information & General Services	0.60	0.60	7,467 to 10,170	7,467 to 10,170
Business Services Manager	1.00	1.00	5,633 to 7,641	5,945 to 8,445
Government Affairs Manager	0.00	1.00		5,945 to 8,445
Information Services Manager	0.00	1.00		5,945 to 8,445
Business Outreach Coordinator	4.00	4.00	4,361 to 5,945	4,361 to 5,945
Outreach Coordinator	1.00	2.00	4,361 to 5,945	4,361 to 5,945
Marketing Coordinator	1.00	1.00	4,361 to 5,945	4,361 to 5,945
Content Marketing Specialist - Facilitator	0.00	1.00		3,651 to 5,005
Re-Employment Specialist - Coordinator	0.00	1.00		4,361 to 5,945
Training Manager	1.00	1.00	5,633 to 7,641	5,945 to 8,445
Monitoring Manager	0.50	0.50	5,633 to 7,641	5,945 to 8,445
Marketing & Grants Manager	0.90	0.90	5,633 to 7,641	5,945 to 8,445
Grant Writing Coordinator	1.00	1.00	4,361 to 5,945	4,361 to 5,945
Program Manager	1.00	1.00	5,633 to 7,641	5,945 to 8,445
Program Coordinator	2.00	1.00	4,361 to 5,945	4,361 to 5,945
Monitoring Coordinator	1.50	1.50	4,361 to 5,945	4,361 to 5,945
Contracts Facilitator	3.00	3.00	3,651 to 5,005	3,651 to 5,005
Program Assistant	1.00	1.00	3,501 to 4,735	3,501 to 4,735
Project Coordinator	5.00	7.00	4,361 to 5,945	4,361 to 5,945
Project Workshop Instructor	1.00	1.00	4,361 to 5,945	4,361 to 5,945
Special Projects Manager	1.00	1.00	5,633 to 7,641	5,945 to 8,445
Data Coordinator	1.00	1.00	4,361 to 5,945	4,361 to 5,945
Network Technician	1.00	0.00	4,803 to 6,913	4,803 to 6,913
Computer Technician	1.00	1.00	4,803 to 6,913	4,803 to 6,913
General Services Facilitator	1.00	1.00	3,651 to 5,005	3,651 to 5,005
Total Operations Positions	31.20	36.20		
TOTAL REGULAR POSITIONS	46.00	51.00		

Prepared by: C. Belerschmitt
July 2, 2024

**FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
AGENCY BUDGET**

PY 2024-2025

	Budget by Line Item	2023-2024 Budget	2024-2025 Budget	Increase/ (Decreases)	Percent Change
51	Salaries	\$ 3,026,952	\$ 3,445,578	418,626	13.83%
52	Payroll Taxes	277,653	307,192	29,539	10.64%
53	Fringe Benefits/Staff Parking	924,753	1,033,870	109,117	11.80%
55	Staff/Board/Service Provider Development	72,500	72,500	0	0.00%
56	Local Mileage	26,000	26,000	0	0.00%
60	Communications	40,000	30,000	(10,000)	-25.00%
61	Insurance	32,500	32,500	0	0.00%
62	Maintenance	86,840	96,840	10,000	11.52%
63	Memberships	50,000	40,000	(10,000)	-20.00%
64	Miscellaneous	15,000	20,000	5,000	33.33%
65	Office Expense	29,600	32,000	2,400	8.11%
66	Professional Services - incl. legal/audit/HR/cybersecurity	225,800	225,800	0	0.00%
67	Advertising	35,000	35,000	0	0.00%
68	Rent and Leases	252,000	257,000	5,000	1.98%
69	Utilities	40,000	42,400	2,400	6.00%
71	Furniture and Equipment	590,000	103,000	(487,000)	-82.54%
	Total	\$ 5,724,598	\$ 5,799,680	\$ 75,082	1.31%

Due to spreadsheet formula rounding calculations, total(s) may be off by \$1.

Prepared by: C. Beierschmitt
July 2, 2024

**Consent Items
Submitted by the
Skills Development
Council**

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	C1
MEETING DATE:	September 11, 2024
ACTION:	APPROVE

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.frwdb.net

TO: Fresno Regional Workforce Development Board
FROM: Skills Development Council
SUBJECT: Eligible Training Provider List Training Provider Policy

RECOMMENDATION:

Approve the attached policy for Local Eligible Training Provider Requirements.

The Skills Development Council approved this recommendation on May 1, 2024.

REASON FOR RECOMMENDATION:

State Directive WSD21-03, Eligible Training Provider List (ETPL) Policy and Procedures, mandates local areas develop an explicit policy that applies to their local area and incorporates specific, mandated, elements. This policy is for the purposes of meeting this mandate and to update our local ETPL requirements in one (1) cohesive document. There are no new requirements being introduced in this policy.

The attached local policy includes state requirements for training providers to be considered for inclusion on the state ETPL, and as a result, to be considered for local ETPL inclusion. Current local requirements have been included in the policy.

ATTACHMENT:

Draft Policy Bulletin PB 01-23, Local Eligible Training Provider Requirements

Fresno Regional Workforce Development Board

A proud member of America's Job Center of CaliforniaSM Network

2125 Kern Street, Suite 208 • Fresno, California 93721 • 559.490-7100 • Fax 559.490.7199 • www.frwdb.net

Blake Konczal, Executive Director

POLICY BULLETIN

FRWDB PB # 01-23

Date Released: XXX,XX 2023

To: All Fresno Regional Workforce Development Board Local Training Providers

From: Blake Konczal, Executive Director

Effective Date: Upon Release

Subject: Local Eligible Training Provider Requirements

Applicable Program: All WIOA Funded Programs

Revision History: Initial Release

On November 10, 2021, the California Employment Development Department (EDD) released Directive WSD21-03, ETPL Policy and Procedures. This Policy:

- Provides direction for review and approval of State Eligible Training Providers (ETP) and programs.
- Updates the Fresno Regional Workforce Development Board's (FRWDB) requirements for training providers to be listed on the local Fresno Workforce Area Eligible Training Provider List (ETPL).
- Incorporates pertinent State requirements and additional local requirements as adopted by the FRWDB.

Additional Policies or operational documents that pertain to the subject of this policy are listed in Attachment II, Applicable Policies and Operational Documents.

A. Allowable Types of Training Services

The following are the allowable types of training for the Workforce Innovation and Opportunity Act (WIOA) Title I program:

- a. Occupational skills training, including nontraditional employment.
- b. On-the-Job Training (OJT).
- c. Incumbent Worker Training (IWT).
- d. Programs that combine workplace training with related instruction, which may include cooperative education programs.
- e. Training programs operated by the private sector.
- f. Skill upgrading and retraining.
- g. Entrepreneurial training.
- h. Job readiness training provided in combination with the training services described in (a) through (g) above.
- i. Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with services provided with the training services described in (a) through (g) above.

- j. Customized training conducted with a commitment by an employer, or group of employers, to employ an individual upon successful completion of the training.

While all of the above are allowable training services under WIOA, service types b, c, and j are not required to be on the ETPL.

B. State and Local ETPLs

Local Boards are to work with EDD to review and approve programs on the state ETPL and are required to maintain a local list of training providers and programs. Local Boards may add additional requirements for providers and/or programs (except for apprenticeship programs) to be eligible on the local ETPL. As a result of additional local requirements, some providers/programs may appear on the CA ETPL but not on the local ETPL. However, no provider/program may appear on the local ETPL that is not on the CA ETPL.

When reviewing CA ETPL providers and/or programs, local staff must conduct state eligibility first, and then determine eligibility for inclusion on the local ETPL. The state eligibility review must only include state requirements and not local requirements. Subsequent review for inclusion on the local ETPL, may proceed after provider and/or program approval for the CA ETPL.

C. Provider Categories and Reviewer Responsibilities

There are three (3) types of Providers

1. In-State Training Provider
 - a. All training providers that have a training site(s) in CA and wish to be listed on the CA ETPL.
 - b. Local areas must review and nominate a provider headquartered in their Local Area for the CA ETPL.
 - c. **The provider is required to be registered on CalJOBS and must upload the CA ETP Assurances Form into the documents section of the Provider Profile.**
2. Distance Education Training Provider
 - a. The State ETPL Coordinator will determine if a Distance Education training provider is eligible to be on the CA ETPL. If the Local ETPL Coordinator is contacted by a Distance Education training provider, the provider should be referred to wsbetpl@edd.ca.gov for assistance.
3. Out-of-State Training Provider
 - a. All training providers, other than Distance Education training providers, that have training sites located only outside of CA must have an ETPL Reciprocal Agreement with EDD before being considered for inclusion on the CA ETPL.
 - b. The FRWDB does not use reciprocal agreements to allow participants the ability to attend training out of state.

D. CA ETPL Initial Eligibility

Training Provider Initial Eligibility

Initial eligibility applies to providers previously not listed on the CA ETPL under the WIOA or the *Workforce Investment Act of 1998 (WIA)*. The initial eligibility period is one year (365 days). The Local ETPL Coordinator is responsible for reviewing the training provider's initial eligibility prior to nominating for inclusion on the CA ETPL.

The following institution types are eligible for inclusion on the CA ETPL:

1. Adult education secondary schools, as long as the activities are provided in combination with occupational skills training.
 - a. Training provider must be an eligible provider of adult education and literacy activities under Title II of WIOA.

2. Pre-apprenticeship and apprenticeship providers.

a. *Pre-apprenticeship Provider*

Training providers must have a letter of commitment from a DOL registered or DIR DAS approved apprenticeship program. To be listed on the CA ETPL, the pre-apprenticeship program must award an industry-recognized credential or certificate. The state will not enter information on pre-apprenticeship training programs; this information will be entered by Local Boards, if necessary.

Pre-apprenticeship programs are considered Individualized Career Services under WIOA, and thus are not required to be on the ETPL. Pre-apprenticeship programs that do not result in an industry-recognized credential or certificate cannot be listed on the ETPL; however, those pre-apprenticeship programs that do provide an industry-recognized certificate or credential can be listed on the ETPL and used in conjunction with an ITA. The California Workforce Development Board (State Board) and each Local Board must ensure that federal WIOA funds awarded for pre-apprenticeship training in the building and construction trades fund programs and services that follow the Multi-Craft Core Curriculum (MC3) implemented by the CDE and that develop a plan to help increase the representation of women in those trades. WIOA prohibits Title I funds from being used for "construction, purchase of facilities or buildings, or other capital expenditures for improvements to land or buildings except with prior approval."

b. *DOL Registered Apprenticeships and DIR DAS Approved Apprenticeships*

DOL registered apprenticeships and DIR DAS approved apprenticeships are automatically eligible to be listed on the CA ETPL and do not have any eligibility requirements. The state will reach out to new apprenticeship programs to inform them of the opportunity to join the CA ETPL. If the provider opts into the ETPL, the apprenticeship program will be placed on the ETPL by the state. The State Board and Local Boards shall, to the maximum extent feasible, coordinate their pre-apprenticeship and apprenticeship training programs with one or more DIR DAS approved apprenticeship for the occupation and geographic area.

3. Private postsecondary institutions (for-profit or non-profit)

Training providers must be accredited by the Accrediting Commission for Schools (ACS) Western Association of Schools and Colleges (WASC); the WASC Senior College and University Commission (SCUC); have current BPPE Approval to Operate; current Verification of Exemption by BPPE; or are deemed exempt per California Education Code (CEC) Section 94874.

Providers that fall under BPPE exemptions (a), (d), (f), or (h) of CEC section 94874 are not eligible for the ETPL

4. Public postsecondary institutions.

a. *Public Postsecondary Community Colleges*

Training providers must be accredited by the WASC Accrediting Commission for Community and Junior Colleges (ACCJC).

For public postsecondary community colleges not WASC ACCJC accredited, but are currently in the initial accreditation process, the Local Board can nominate the training provider, and the State Board and the EDD will determine whether the community college meets the training provider initial eligibility criteria.

a. *CA State University (CSU) and University of CA (UC)*

Training providers must be accredited by the WASC SCUC.

In addition to the above requirements, all training providers (with the exception of apprenticeship programs) must meet the following:

- All training providers are subject to the Equal Opportunity and Nondiscrimination requirements found in Section 188 of WIOA. All Local Boards must ensure a training provider is complying prior to nominating the training provider to be on the CA ETPL. Equal Opportunity and Non-Discrimination procedures should be posted at the AJCC and approved training providers' facilities, and provided to each participant upon enrollment in a CA ETPL training program. It is critical for Local Boards to utilize EDD-provided monitoring tools to evaluate the providers, and to upload appropriate documents to the documents section of the Provider Profile in CalJOBS. It is also important to note that all site locations for a provider must comply with WIOA Section 188. For more information, refer to Nondiscrimination and Equal Opportunity Procedures (WSD17-01).
- Provide information supporting the provider's partnership with business. This may include information about the quality and quantity of employer partnerships.
- Enter program(s) of training services into CalJOBS. The training provider should only enter the program(s) desired to be on the CA ETPL. If the program is offered with multiple modes of delivery, curriculum, or course lengths, the program must be entered separately for each variation.
- A signed copy of the CA ETP Assurances Form is uploaded to the documents section of the Provider Profile in CalJOBS.

FRWDB Additional Provider initial eligibility criteria for inclusion on the Local ETPL.

- The Training Provider must:
 - Pass a site inspection to ensure compliance to ETPL Compliance Monitoring Guide (Physical Locations in Fresno County Only).
 - Provide required documents per Attachment I (Provider Required Documents).
 - Complete required fields in, agree to, and sign, the Local ETPL agreement.
- FRWDB will perform a biennial review of the training provider and the physical campus location to ensure continue compliance.

CA ETPL Training Program Initial Eligibility Criteria

Initial eligibility applies to a program previously not listed on the CA ETPL under the WIOA or the WIA. The initial eligibility period is one year (365 days). Each individual training program must meet the following requirements to be listed on the CA ETPL:

- The training program must be for occupations in in-demand industry sectors identified by the state, region, or Local Board. In-demand or priority industry sector information must be verified with the State Board and/or Local Board.
- The training program provides training services that lead to an industry-recognized credential, national or state certificate, or degree, including all industry appropriate competencies, licensing and/or certification requirements, or employment in a specific occupation after receiving measurable technical skills. Please note the training program does not have to issue the credential, but the training program should prepare the individual to obtain the credential.
- The cost in the Cost Details tab in CalJOBS should be the same cost as the general public enrolling in the program without assistance from WIOA. This information should be available in the provider's brochure or website. If the Provider offers lower costs to our local area, the costs shall be documented on the local list only.
- The mode of instruction, and class schedule(s) are consistent with the provider's advertised brochure/website. If a program is offered with multiple modes of instruction (e.g. online and in-person) or durations, the program needs to be entered separately for each variation.
- For providers with a BPPE Approval to Operate, the training program and its location are BPPE approved.
- For providers with WASC SCUC accreditation, the training program, its location, and mode of delivery are WASC SCUC accredited.

CA ETPL Initial Program Performance Metrics

- For each program, the ETP must provide and meet the following performance metrics based on aggregate data for all students in the program to ensure the program supports the ability for the individual to obtain an industry-recognized postsecondary credential, and/or employment upon completion of the program. The ETP must provide performance data for the prior complete program year (July 1 – June 30).
 - Public Postsecondary Community Colleges, CSUs, UCs, and Adult Education Secondary Schools are required to provide performance information for consideration of placement on the CA ETPL, but due to heavy state oversight, investment, and the inability to capture true program outcome data, these institution types are not required to meet a specific performance threshold to be listed on the CA ETPL. However, the following performance data must be provided and listed in CalJOBS:
 - Of individuals that exited the program, the percentage who successfully completed the training program (did not withdraw or transfer out of the program).
 - Of individuals that successfully completed the training program, the percentage who are employed within six months of graduating from the training program. For occupations for which the state requires passing an examination, the six-month period begins after the announcement of the examination results for the first examination available after a student completes the program.
 - Private Postsecondary Institutions are required to meet and provide the following performance data in CalJOBS:
 - Of individuals who exited the program, 50% successfully completed the training program (did not withdraw or transfer out of the program).
 - Of individuals who successfully completed the training program, 50% are employed within six months of graduating from the training program. For occupations for which the state requires passing an examination, the six-month period begins after the announcement of the examination results for the first examination available after a student completes the program.
- Once the training provider enters the program into CalJOBS, the Local ETPL Coordinator is responsible for reviewing the program information and either denying their inclusion on the CA ETPL, or nominating them for review by the State ETPL Coordinator through the CalJOBS approval process. The Local ETPL Coordinator must review and nominate, or deny a training program within 30 days of the completed application date.

FRWDB Additional Training Program Initial Eligibility Requirements

- **A Training Program must:**
 - **support occupations in the local area's demand sectors or**
 - **support demand occupations in non-demand sectors**
 - **result in employment in regular and full-time employment (PB 01-06)**

E. CA ETPL Continued Eligibility Criteria

Training Provider Continued Eligibility Criteria

Continued eligibility applies to all training providers listed on the CA ETPL at any time under the WIOA or WIA, and whose initial eligibility has expired. A training provider's initial and continued eligibility is valid for 365 days after the provider is approved for the ETPL. To determine continued eligibility, the local ETPL Coordinator must verify that the training provider continues to meet the requirements outlined in the *Training Provider Initial Eligibility Criteria* section of this Directive.

In addition, providers on the CA ETPL for two full program years (July 1 – June 30) must have at least one Title I, subtitle B enrollment during the previous two program years. If removed due to enrollment requirements, a provider must wait six (6) months from removal to submit their ETPL application for reinstatement and will not be held to the enrollment requirement when determining continued eligibility for placement back onto the list.

FRWDB Additional Provider continued eligibility criteria for inclusion on the Local ETPL.

- The Training Provider must:
 - Provide updated required documents per Attachment I (Provider Required Documents).

Training Program Continued Eligibility Criteria

Continued eligibility applies to all training programs listed on the CA ETPL at any time under the WIOA or WIA and whose initial eligibility has expired. A training program's initial and continued eligibility is valid for 365 days after the program is approved for the ETPL. Since programs can be reviewed year-round, all active training programs on the CA ETPL will be evaluated annually by the Local Board no earlier than 60 days, and no later than 30 days prior to the program's eligibility expiration date to ensure they continue to meet eligibility to be retained on the CA ETPL.

Training providers must reapply for WIOA program certification using CalJOBS. All applications for continued eligibility of training programs will be evaluated as they are received, by the Local Board and EDD, to ensure they continue to meet eligibility to be retained on the CA ETPL. The Local Board where the program is located is responsible for evaluating the program.

Program Continued Eligibility Performance Metrics

- For continued eligibility, CA ETPL training programs (with the exception of apprenticeship programs, Adult Education programs, Community Colleges, UCs and CSUs) must meet or exceed the performance metrics required in initial eligibility, as well as the negotiated state-level Title I Adult performance goals. The EDD will publish the state-level negotiated performance goals in a Workforce Services Information Notice located on the EDD website. The continued eligibility performance calculations for each program is based on WIOA participant performance, and is verified using the federal ETP Report published annually by the state. Providers are required to collect and submit aggregate performance data for all students to EDD. The following outlines the performance metrics for continued eligibility:
 - The program must meet the following performance metric for all students for the most recent complete program year (July 1 – June 30):
 - Of individuals who exited the program, 50% successfully completed (did not withdraw or transfer) the program.
 - The program must meet the following performance metrics for WIOA participants for the most recent complete program year (July 1 – June 30)¹:
 - Employment Rate 2nd Quarter after Exit meets the state's negotiated goal for the Title I Adult program.
 - Employment Rate 4th Quarter after Exit meets the state's negotiated goal for the Title I Adult program.
 - Median Earnings meet the state's negotiated goal for the Title I Adult program.
 - Credential Attainment meets the state's negotiated goal for the Title I Adult program (if applicable).
 - Measurable Skill Gains meets the state's negotiated goal for the Title I Adult program.

FRWDB Additional Training Program Initial Eligibility Requirements

- A Training Program must:
 - remain in support of occupations in the local area's demand sectors or
 - continues to support demand occupations in non-demand sectors

- continue to result in employment in regular and full-time employment (PB 01-06)
- Meet the following local performance requirements as set forth in OD-09-23, Local Eligible Training Provider List (ETPL) Program Performance Requirements.

F. Approval and Denial of Training Provider/Program

Approval of Training Provider/Program

After reviewing to ensure the provider/program meets the eligibility criteria above, the Local Board can nominate the training provider/program to the state for review.

Denial of a Training Provider/Program

After review, if a Local Board determines the training provider/program does not meet the requirements to be listed on the either the CA ETPL and/or the Local ETPL, the Local Board must inform the training provider in writing with the reason(s) for the denial from the respective list, and provide information on the Local Board appeal process within 30 days of receipt of the application. A copy of the written notification provided to the provider must be uploaded to the documents section of the Provider Profile in CalJOBS within 10 business days of issuance.

If the Local Board nominates a provider/program to the state for review, but upon review, the State ETPL Coordinator denies the training provider/program listing on the CA ETPL, the EDD must inform the Local Board of the denial and the reason(s) for the denial within 30 days of receipt of the nomination. The Local Board must in turn inform the training provider in writing with the reason(s) for the denial, and information on the Local Board appeal process within 30 days of receipt of the EDD's decision. A copy of the written notification provided to the provider must be uploaded to the document section of the Provider Profile in CalJOBS within 10 business days of issuance.

G. Delisting Training Providers/Programs

If a training provider/program is removed from the CA ETPL, the EDD must inform the Local Board of the denial and the reason(s) for the delisting within 30 days of the removal. The Local Board must in turn inform the training provider in writing with the reason(s) for the delisting, and provide information on the Local Board appeal process within 30 days of receipt of the EDD's decision. A copy of the written notification provided to the provider must be uploaded to the document section of the Provider Profile in CalJOBS within 10 business days of issuance.

All training provider/programs removed from the CA ETPL must be removed from the local ETPL immediately upon notification from the EDD, as any new enrollments into a training program not eligible to be on the CA ETPL will result in disallowed costs.

H. Grievance & Complaint Procedures

Participants

At WIOA eligibility, participants are provided an overview of the FRWDB complaint process. Should a participant have a circumstance where they feel they would like to submit a complaint, they are to follow the procedures that they were provided. OD 06-12, WIOA Title I Program Complaint Procedure, provides the information necessary for a participant to submit a complaint.

ETPL Providers

ETPL providers may submit a complaint using the same procedure found in OD 06-12. ETPL providers may also submit an appeal to the local ETPL Coordinator's decisions by following the FRWDB ETPL Appeals Process.

FRWDB ETPL Appeals Process

The appeals process is provided in Attachment III.

If the local process has been exhausted and a remedy has not been agreed upon, the training provider may appeal to EDD per the State's ETPL Policy and Procedures.

I. Recovery of WIOA Training Funds

Recovery of training funds will be accomplished per the current Skills Training Process.

J. Overview of Local ETPL Coordinator Responsibilities

Provide support and assistance to the local training providers to assist them in meeting state and local requirements to add, maintain, and retain programs on the State and Local ETPL.

Review submissions for eligibility (initial and subsequent) per the given timelines as required by state or local policies.

Monitor subsequent review dates and expiration dates of locally required documents to ensure timely renewal of programs and receipt of renewed required documents.

Update local agreements as needed and obtain required signatures for renewals or acknowledgements for substantive changes.

Facilitate processes involved in maintaining the Local ETPL and guiding training providers through complaint or appeals processes.

Required Provider Documents

Training Providers must provide to the Local ETPL Coordinator the following documents to be considered and retained as an Eligible Training Provider on the FRWDB Local ETPL.

1. For Private Postsecondary Institutions - Bureau for Private Postsecondary Education current approval letter, documentation that renewal is in process, or appropriate exemption letter.
2. For Public Postsecondary Institutions and other public postsecondary vocational providers – current WASC or another appropriate accreditation.
3. Current insurance certificates per Exhibit B, item ii of the local ETPL agreement – updated annually.
4. CA ETP Assurances Form – annual resubmission.
5. Employer support narrative or letter(s).
6. Current Business License, if required, for jurisdiction of local campus location(s) – updated as required.
7. Completed WIOA Section 188 review questionnaire.
8. Most recent school catalog or link to online version – updated as necessary.

Policy Bulletins:

- PB 04-10 (current revision), Revised ITA Amount and Duration
 - Defines the maximum amounts for training
 - Amounts differ for trainings for occupations in demand sector or demand occupations in non-demand sectors and truck/bus driver training.
- PB 06-01 (current revision), Training Credential and Evidence of Competency
 - Defines what constitutes a training credential or competency
- PB 01-06 (current revision), Definitions of Regular and Full Time Employment

Operational Directives:

- OD 25-18 (current revision), CalJOBS Skills Training Process
 - Defines the entire local area Skills Training Process, includes participant, service provider and eligible training provider direction.
- OD 09-23 (current revision), Local Eligible Training Provider List (ETPL) Program Performance Requirements,
 - Defines required performance for locally WIOA enrolled participant performance for training programs and the methods used to calculate this performance.



Eligible Training Provider Appeals Process

The Fresno Regional Workforce Development Board (FRWDB) is responsible for managing Fresno County programs on the California Eligible Training Provider List (ETPL). The ETPL Coordinator assists training providers with following the state processes required for inclusion on the state ETPL.

The ETPL Coordinator must review program initial and continuing eligibility by reviewing requirements as provided in the State of California's ETPL Directive, WSD21-03. Based on this review, or due to other reasons as outlined in the Directive, a training provider or program may be delisted, or denied for inclusion, from the ETPL.

When a training provider or program is delisted or denied inclusion on the ETPL, the training provider may appeal the decision.

The training provider must appeal to the FRWDB, in writing (e-mail is acceptable), within 30 days of the issuance of the denial or delisting notice. Send appeals to:

Fresno Regional Workforce Development Board
Attention: ETPL Coordinator
2125 Kern St. Suite 208
Fresno, CA 93721

Via e-mail to etpl@workforce-connection.com

If e-mail is used, the FRWDB will not be held responsible for failed delivery or blocked messages. Ensure that the message was received by contacting the ETPL Coordinator by calling 559-490-7130.

The appeal must include:

- A statement of the desire to appeal.
- Specification of the training program(s) in question.
- The reason(s) for the appeal (i.e., grounds).
- Documentation supporting the grounds for the appeal
- The signature of the appropriate training provider official.

An initial informal meeting between the training provider and the FRWDB Senior Deputy Director of Operations will occur to determine if a simple remedy may be arrived at. If a simple remedy is not found, the training provider will have an opportunity for a hearing.

The Executive Director of the FRWDB will serve as the hearing officer. The hearing officer shall provide written notice to the concerned parties of the date, time, and place of the hearing at least ten calendar days in advance of the scheduled hearing. Both parties shall have the opportunity to present oral and written testimony under oath, to call and question witnesses, request documents relevant to the proceedings, and have legal representation.

The hearing officer's final decisions must be made within 60 days of receipt of the appeal, and the training provider and the Local Board (or appropriate committee) must be notified in writing of the final decision.

A copy of the final decision must be emailed to the State ETPL Coordinator (wsbetpl@edd.ca.gov), and the Local ETPL Coordinator must upload the final decision to the Provider Profile section of CalJOBS.